

# City of Detroit


## CITY COUNCIL

IRVIN CORLEY, JR.  
DIRECTOR  
(313) 224-1076

FISCAL ANALYSIS DIVISION  
Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 218  
Detroit, Michigan 48226  
FAX: (313) 224-2783  
E-Mail: [irvin@cncl.ci.detroit.mi.us](mailto:irvin@cncl.ci.detroit.mi.us)

ANNE MARIE LANGAN  
DEPUTY DIRECTOR  
(313) 224-1078

TO: COUNCIL MEMBERS

FROM: Irvin Corley, Jr., Director 

DATE: February 14, 2008

RE: Human Resources Revolving Fund Request (**Departmental Report**), *Line Item 1 on today's Internal Operations Standing Committee agenda*)

I appreciate Human Resources' responses to our questions on this issue (see attached).

However, I feel the resolution Human Resources submits to Council for training services provided to Southeast Michigan HIV/AIDS Council, or any outside organization, **be revised**.

I feel the first resolved should state "that the Human Resources Department is hereby authorized to increase Appropriation 00105 Administration by \$10,000 for the purposes of providing coverage of staff costs, replacing training supplies and materials needed for City of Detroit employees involved in administering training for outside organizations".

And, the second resolved should state "that the Human Resources Department is hereby authorized to establish Revenue Appropriation 00105 Administration for the estimated amount of \$10,000 to reflect collection of funds from outside organizations for training services provided by the department".

This methodology provides your Honorably Body better oversight over the proposed training program for outside organizations that is to be provided by Human Resources. By increasing the appropriation and setting up a corresponding revenue account, any activity in this program could be better tracked in the City's financial reporting system (DRMS).

In addition, if the training program successfully collects more than \$10,000 from outside organizations, then Human Resources could provide the Council a budget amendment to reflect the increase, thereby ensuring Council's oversight.

However, if a revolving account is set up in Appropriation 00105 Administration, I feel this account could get "lost" in DRMS, making it extremely difficult to track this program, if necessary. The revenue would be recorded as a "credit" in the appropriation that could be virtually impossible to see without extensive investigation.

I also feel the training program is not that specialized to be given special treatment, as Human Resources also provides training services for the General Fund and Enterprise Funds as well.

I respectfully request that the Human Resources Department resubmit the resolution for outside training services with the language recommended above. I would then recommend its approval for Council's consideration.

#### Attachments

cc: Council Divisions  
Auditor General's Office  
James J. Tyler, Jr., Human Resources Director  
Patricia Peoples, Deputy Director, Human Resources  
Kimberly Hall, General Manager, Human Resources  
Pamela Scales, Budget Director  
Ervin Stewart, Budget Team Leader  
Norman White, Finance Director  
Kerwin Wimberly, Mayor's Office

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CITY OF DETROIT  
HUMAN RESOURCES DEPARTMENT  
ADMINISTRATIVE OFFICE

316 CAY Municipal Center  
PHONE (313) 224-3700  
FAX (313) 224-1750  
WWW.CI.DETROIT.MI.US

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February 7, 2008

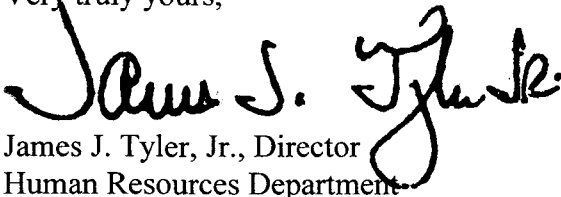
Honorable City Council

RE: Human Resources Council Letter on Setting Up A Revolving Account

Attached please find responses to the City Council Fiscal Analysis Division's inquiries regarding setting up a revolving account.

Should additional information be needed, please do not hesitate to contact us at 224-4733.

Very truly yours,



James J. Tyler, Jr., Director  
Human Resources Department

JJT/cmbs

cc: Kandia Milton – Chief of Staff, Mayor's Office  
Kerwin Wimberly, Legislative Liaison, Mayor's Office  
Patricia A. Peoples – Deputy Director, Human Resources Department  
Barbara Wise-Johnson – Director, HR Labor Relations Department  
Kimberly D. Hall - General Manager, HR Human Resources

1. What is the actual cost to HR for providing this 2-day training session? How many staff hours are involved, both prior to the training as well as the actual training days.

The actual cost to HR for providing the two day training session is \$1,980, \$990 per day. It involves one (1) staff person for an eight (8) hour day.

2. How was the \$99 per person per day figure derived?

The \$99 per person per day cost was determined by the following

\$200	Rental of the training room
\$150	Equipment utilized for the training session
\$400	Training material and supplies
<u>\$240</u>	Staff person @ \$30/hour for eight (8) hours
\$990	Total costs

The total costs are divided amongst the ten (10) participants for the training session.

3. How is this outside training able to be fit in amongst the existing city employee training schedule?

The participants will be scheduled for training on the days that there are not any pre-scheduled training classes offered to the City of Detroit employees.

4. What is the annual number of city staff being trained and how many "outside" organizations do you anticipate annually assisting and what would the total number of people be?

There have been 959 City of Detroit employees that have attended training classes from July 2007 – December 2007.

We anticipate assisting two outside organizations with their training needs, SEMHA and Wayne County Health Department. We will offer SEMHAC the usage of the training facility, materials, equipment and staff. Wayne County Health Department will utilize the training room only.

5. Does HR provide training to enterprise-fund agencies? How are the agencies billed and where are the revenue collections deposited?

HR provides training to DOT and DWSD by the usage of a dedicated Human Resources Trainer. The agencies are not billed specifically for the training services. HR collects the revenue for the staff person by billing each agency.

6. Why wouldn't the revenue collected for this training of the SEMHA Council be deposited in the same manner?

SEMHA is not an agency of the City of Detroit and the revenue would not be collected in that manner.

7. And if this training creates a lack of available supplies and materials for previously scheduled trainings why couldn't an appropriation be created or increased to match the actual revenue collection through the existing general fund DRMS accounts?

The revenue collected from the Council would ensure there would not be a lack of supplies and materials for the regularly scheduled classes. The funds collected would replenish the usage of all supplies and materials.

# City of Detroit

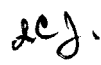

## CITY COUNCIL

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ANNE MARIE LANGAN  
ASSISTANT FISCAL ANALYST  
(313) 224-1078

TO: James J. Tyler, Jr., Human Resources Director

FROM: Irvin Corley, Director   
Anne Marie Langan, Deputy Director 

DATE: January 29, 2008

RE: Human Resources Council Letter on Setting Up a Revolving Account

City Council's Internal Operations Committee received a budget/finance letter this past week requesting that Human Resources be permitted to set up a revolving account.

The genesis for this request is that HR is planning on doing some training for an outside group who will pay for these services, about \$10,000 for 2 days of training for 50 people. HR wants to be able to use the money to cover staff costs, replace training supplies and materials needed for City of Detroit employees.

Based on the information in the council letter and some concerns of Councilmember Kenyatta, our office is submitting the following questions.

1. What is the actual cost to HR for providing this 2-day training session? How many staff hours are involved, both prior to the training as well as the actual training days.
2. How was the \$99 per person per day figure derived?
3. How is this outside training able to be fit in amongst the existing city employee training schedule?
4. What is the annual number of city staff being trained and how many "outside" organizations do you anticipate annually assisting and what would the total number of people be?

5. Does HR provide training to enterprise-fund agencies? How are the agencies billed and where are the revenue collections deposited?
6. Why wouldn't the revenue collected for this training of the SEMHA Council be deposited in the same manner?
7. And if this training creates a lack of available supplies and materials for previously scheduled trainings why couldn't an appropriation be created or increased to match the actual revenue collection through the existing general fund DRMS accounts?

This issue will be a line item on this Thursday's City Council Internal Operation Committee, so it would be helpful if responses to the above questions were submitted to the Clerk's office by Wednesday.

**Attachments (2)**

cc: Patricia Peoples, Deputy Director, Human Resources Department  
Barbara Wise-Johnson, Director, Labor Relations Division  
Kimberly Hall, GM, Human Resources  
Pamela Scales, Budget Director  
Norman White, Finance Director  
Kerwin Wimberly, Mayor's Office

INTERNAL  
OPERATIONS  
STANDING  
COMMITTEE

Internal Operations  
Standing Committee  
Referred to Committee: 1-22-08  
LINE ITEM# 7 Date: 1-22-08  
Disposition \_\_\_\_\_

WWW.CITYOFDETROIT.MI.US

November 20, 2007

Honorable City Council

RE: Southeast Michigan HIC/Aids Council (SEMHAC)

The Human Resources Department is requesting your permission to set-up a revolving account for revenue, which would allow us the ability to spend the collected funds for replacing training supplies and materials.

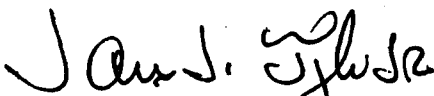
The Human Resources Department – Organization/Employee Development Services Division (O/EDS) would provide training services for the members of the Southeast Michigan HIV/AIDS Council (SEMHAC), a planning and grant-funded council. The approximately fifty (50) SEMHAC board members will receive training on a variety of topics including Leadership, Development, Coaching, Diversity, Stress Management, Conflict and Anger Management.

We would charge the SEMHAC members a flat fee of \$99.00 (ninety-nine dollars) per day/per person. The estimated total revenue would be between \$5,000 - \$10,000, which would be used to cover staff cost, replace training supplies and materials needed for City of Detroit employees.

The goal is to provide training for the SEMHAC members, starting January 2008 at our O/EDS Training Facility located at 1300 Rosa Parks Boulevard.

Thank you in advance for your consideration in this matter.

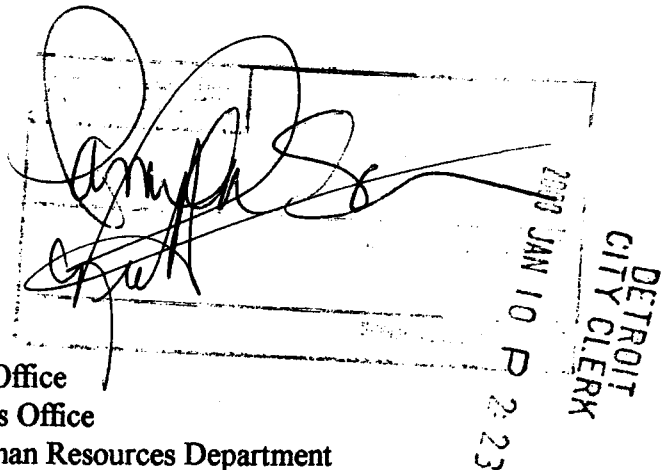
Very truly yours,



James J. Tyler, Jr., Director  
Human Resources Department

JJT/cmbs

cc: Christine Beatty – Chief of Staff, Mayor's Office  
Kandia Milton, Legislative Liaison, Mayor's Office  
Patricia A. Peoples – Deputy Director, Human Resources Department  
Barbara Wise-Johnson – Director, HR Labor Relations Department  
Kimberly D. Hall - General Manager, HR Human Resources

  
DETROIT  
CITY CLERK  
2008 JAN 10 P 2:23



**BY COUNCIL MEMBER** \_\_\_\_\_

**RESOLVED:** That the Detroit City Council hereby approves and authorizes the Human Resources Department to receive funds for revenue in Appropriation 00105 Administration for the purposes of establishing a revolving account for revenue; and,

**RESOLVED:** That said funding will be used for the purposes of providing coverage of staff costs, replacing training supplies and materials needed for City of Detroit employees involved in administering training for outside organizations; and,

**NOW THEREFORE BE IT**

**RESOLVED:** That the Finance Director be and is hereby authorized to establish accounts and honor vouchers when presented in accordance with the foregoing communication.